

BROKEN ARROW PUBLIC SCHOOLS

Educating Today

Leading Tomorrow



Contract Committee Review Request

MUST BE COMPLETED IN FULL

Date: 2/7/22

Contract/Agreement Vendor: School Mate

Name of Vendor & Contact Person

quotes@schoolmate.com

Vendor Email Address

purchase of folder to use to communicate with Parents

Describe Contract (Technology, program, consultant-prof Development, etc.)

Please use Summary below to fully explain the contract purchase, any titles, and details for the Board of Education to review.

Students

Reason/Audience to benefit

3/7/22

BOE Date

\$ 260.00

Amount of agreement

Person Submitting Contract/Agreement for Review: Teresa Petitt

PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK

Principal &/or Director or Administrator: Jana Williams

Does this Contract/Agreement utilize technology? YES/NO

If yes, Technology Admin:

Leadership Team Member: Karla Dyess

Funding Source: 11/001

Fund/Project

11/001/1000/619/100/1050/000/215

OCAS Coding

This are take home folders that our Teachers use to communicate with the parents.

Consent

Action

Summary

This area must be complete with full explanation of contract

The Contract/Agreement should be received at least 2 weeks prior to a Board Meeting to ensure placement on the Agenda. The Contract Committee meets most Tuesdays at 8:00a.m. All Contracts/Agreements, regardless the amount, must be first approved by the Contract Committee and then presented to the Board of Education for approval and signature. The item will be placed on Electronic School Board for the board agenda by Janet Brown. By following this process, the liability of entering into an agreement is placed with the district rather than an individual.



22/23 FOLDER QUOTE

Order online, or complete, sign, and email order form to purchaseorders@schoolmate.com, or fax to 800-570-1767. Call 800-516-8339 with questions. Phone orders not accepted.

For Office Use Only - 1/22 online
Order # _____
Date Rec'd _____
Quote # **FQ02072283357**

School Name OAK CREST ELEMENTARY
District Name BROKEN ARROW
Contact Name TERRESA PETITT Job Title SECERTARY
School Mailing Address 405 E RICHMOND ST
City, State, Zip BROKEN ARROW, OK 74012
Ship Address (If different, No PO Boxes) 1810 W DETROIT ST
Ship City, State, Zip BROKEN ARROW, OK 74012
School Ph 918-259-4450 Fax 918-251-8553
Cell Ph 918-630-7681 Alt Ph _____
Email (required) tpetitt@baschools.org

Proof Contact (Provide ALL contact info)
Name _____ Fax _____
Cell Ph _____ Alt Ph _____
Home Email (required) _____
Work Email (required) _____
Bill Attention to: TERRESA PETITT
PO# (opt.) _____ Invoice Us
Pay by credit card, go to schoolmate.com
Early Invoice by _____
 Please send me email updates, reminders, and special offers from School Mate.®

Signature Required Below

A. Folder Type: Select only one. Non-Custom see section F.

100 Minimum Order Required

- Custom Folder** Quantity 200 x price/folder \$ \$1.30 = \$ \$260.00
- Custom Folder with Handbook** Quantity _____ x price/folder \$ _____ = \$ _____
Left Handbook material is: Own material Needs to be typeset (enclosed) Repeat last year's with **no changes**
Right Handbook material is: Own material Needs to be typeset (enclosed) Repeat last year's with **no changes**

B. Cover Design: Select only one cover design and complete Cover Wording and Mascot.

- Full-Color Stock Cover** - with imprint in black ink: #F F106 Repeat last year's cover with **no changes**
- One-Color Custom Cover** - One standard ink: _____
 #CF _____ Repeat last year's cover Own design
- Multicolor Custom Cover** - Two standard inks: _____
 #TF _____ Repeat last year's cover Own design
- Photo Cover** - Two standard inks: _____
 #FP _____ Repeat last year's cover Photo to be used: Own photo Photo Mascot # _____

Cover Wording: Oak Crest Elementary

Mascot: Online mascot # TIG13 Own Mascot Repeat last year's mascot

C. Back Cover Printing: Check only one.

Stock Design #B B13 Own design Repeat last year's Solid - standard ink: _____ Typeset Blank

D. Pocket Printing: Indicate left and right pockets. If needs to be typeset, please enclose material.

- Left Pocket:** Stock Design #P P16 Own design Repeat last year's Solid - standard ink: _____ Typeset Blank
- Right Pocket:** Stock Design #P P17 Own design Repeat last year's Solid - standard ink: _____ Typeset Blank

E. UV or Lamination: If no selection is made, folders will be UV coated.

UV Coating... **FREE** Plastic Lamination... **20¢/folder** = \$ _____
 Yes... **FREE** No

3-Hole Drill: If no selection is made, folders will NOT be drilled.

F. Non-Custom Folders: Cannot be customized and do NOT include UV coating or plastic lamination. Indicate design number and quantity for each Non-Custom Folder ordered. (25 min. each design)

- | | |
|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <input type="checkbox"/> #NF _____ Quantity _____ x price/folder \$ _____ = \$ _____ | <input type="checkbox"/> #NF _____ Quantity _____ x price/folder \$ _____ = \$ _____ |
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| <input type="checkbox"/> #NF _____ Quantity _____ x price/folder \$ _____ = \$ _____ | <input type="checkbox"/> #NF _____ Quantity _____ x price/folder \$ _____ = \$ _____ |

NF Total

G. Production: We must have a complete, signed order form and ALL material to begin production. Order will be processed with NORMAL Production, estimated at 6 weeks, unless "RUSH Production" is checked below.

Subtotal = \$ \$260.00

RUSH Production - 4 weeks (custom material must be submitted press-ready) add **20% (\$75 min.)** = \$ _____

H. Shipping: Shipping is **FREE** for ground delivery within the contiguous USA. Call for charges to AK, HI, APD, or FPO.

Pretax Total = \$ \$260.00

Order will not be processed without a signature.
Sign Here _____ Date _____
By signing, you agree to School Mate's Terms & Conditions.

State Tax (NE and FL only, if applicable). To avoid paying tax, NE orders must submit Form 13, and FL orders must submit Form DR-13 or DR-14. = \$ _____

\$260.00

Delay Ship (opt.): Apr 22 May 13 June 17 July 15 July 22
 July 29 Aug 5 Aug 12 Aug 19 Aug 26

TOTAL

Special Instructions: Please attach if you have any.

2022-2023 Folder Terms & Conditions

Ordering

- School Mate® agrees to produce folders in accordance with information furnished on the order form. The person submitting the order, hereinafter referred to as the Customer, agrees to furnish a completed, **signed** order form and all material to be produced on the Customer's folders, including mascot and other custom material with no subsequent changes. The Customer specifically representing the submitting organization is at least 18 years old and is fully authorized to sign this application as agent on behalf of the organization.
- Order online at schoolmate.com/ordering, or email a complete, signed order form to purchaseorders@schoolmate.com or fax to 800-570-1767. Phone orders are not accepted.
- A submitted order constitutes a binding Contract between School Mate and the Customer. No other statements or oral agreements are binding.
- We recommend ordering extra to account for unexpected enrollment, transfer students, and lost folders. Reordering more folders later may cost more.
- If Customer's organization requires a PO, the Customer is responsible for providing it and notifying their purchasing department of changes that may affect the PO. School Mate's terms supercede any terms from a PO or written bid.
- If order must be delivered by a specific date, the Customer is responsible for placing the order on time and for charges incurred if the order is refused due to PO expiration.
- Orders outside the USA are not accepted, except for orders from schools with APO and FPO addresses. School Mate reserves the right to deny orders for just cause.
- Multiple orders cannot be combined for volume discounts.
- Customer warrants that releases have been obtained to reproduce any copyrighted or trademarked material submitted with order. If Customer furnishes custom material, the Customer shall hold School Mate and its subsidiaries harmless against claims, suits, costs, damages, judgments, attorney fees, license fees, settlements, or expenses incurred, claimed, obtained, or sustained by third parties, whether for intellectual property infringement (including copyright and trademark infringement), dilution, misappropriation, or otherwise, because of the manufacture, use, marketing, or sale of folders.

Payment

- Orders will be invoiced upon shipping. Payment from schools or school districts is due Sept. 1, 2022. Payment for orders shipped after Sept. 1, 2022 is due upon receipt. Accounts 30 days past due will be charged 1.33% interest per month (16% annum) or maximum allowed by law. The Customer is liable for any collection fees incurred. School Mate reserves the right to require prepayment. All prices are based on USA currency.
- Order and all material must be received to invoice early. Delayed shipping and invoicing are also available.
- If order is canceled, the Customer will be liable for any costs in preparation or production of the order.
- Orders are subject to a 5% overrun/underrun. The Customer will be invoiced for the number of folders shipped.
- NE and FL orders only: To avoid paying sales tax, NE orders must submit Form 13 (NE Exempt Sales Certificate). FL orders must submit Form DR-13 (Resale Certificate) or DR-14 (Consumer's Certificate of Exemption).

FREE Proof

- Proofs are emailed for material that requires typesetting or design (front and back covers, pockets, or handbook).
- Provide a proof contact person and contact info (phone/email), or order will be delayed. Proofs are emailed after order is received if proof was not approved upon ordering. Customer must approve the proof within 3 business days to avoid delays.
- Customers who repeat a previous order will not receive a proof.

- Overlooked errors or material inadequately submitted by the Customer are considered Customer errors.

Production

- Production begins the day *after* the completed, **signed** order form and all material is received. Delayed material will delay production and ship date.
- Normal or Rush Production time does not include weekends, holidays, or shipping time. *See chart below.* Normal Production time is *estimated* as seasonal demands, shortages, or any other reasonable causes can affect it.
- Changes to orders or production halts will incur charges and delay shipping. School Mate is not responsible for requested changes after the order is in process.

Custom Folders

*Production Time..... 6 weeks

RUSH Production..... 4 weeks

RUSH orders incur a **20% up-charge (\$75 minimum)** on the subtotal.

All material must be stock items or press-ready.

(No typesetting with Rush Production.)

Non-Custom Folders

Production Time..... 1-2 weeks

if ordered separately from Custom Folders. **Otherwise, folders will ship together with your Custom Folder order.**

*Orders may require 6-9 weeks for Normal Production due to heavy demand.

FREE Shipping

- Allow 2-8 business days for delivery within the 50 states. For APO and FPO orders, allow approx. 6-12 weeks (USPS does not guarantee a service commitment for APO and FPO addresses).
- Shipping is **FREE** for orders shipped within the contiguous USA. Shipping charges apply to APO, FPO, AK, and HI orders; call for charges. Faster delivery service is available for an extra charge.
- All orders within the 50 states ship via UPS ground or truck from Kearney, NE. APO and FPO orders ship via standard post. To prevent shipping delays, School Mate reserves the right to deny Customer-specified carriers or accounts.
- UPS will deliver to the door only. Truck drivers are not required to unload. The Customer may be responsible for unloading items.
- Choose a delay ship date, if needed, to ensure someone is available to receive order (not available for APO/FPO orders). If order is returned to School Mate because no one was available to receive the order, or if freight is rerouted, the Customer is liable for extra charges.
- Folders cannot be returned for any reason.
- Defective folders, not due to shipping damage, must be reported to School Mate within 90 days of ship date. School Mate reserves the right to repair, replace, or credit defective folders. Folder damage due to shipping or any other shipment issues must be reported within 7 days. The Customer must retain all packaging, including boxes, for a claim to be made.
- School Mate is not responsible for delays in shipping or receipt of order due to strikes, shortages, heavy seasonal demand, or any other reasonable causes beyond School Mate's control.

Folder Delay Shipping & Ordering

- A delay ship date is the date you would like your order to leave our facility upon completion. Shipping time is an additional 2-8 business days for orders shipped within the 50 states. If your order is not placed in time to allow for the full production schedule and you choose a delay ship date, the order will ship upon completion after the delay ship date. Note: A delay ship date is not a receive date.
- Choose a delay ship date when you'd like to order early, but need your invoice after a specific date; to ensure shipments aren't delivered during spring or summer

breaks; or to ensure someone is at the school to receive the shipment. This will save you from incurring additional shipping charges if the order is returned to us by the carrier.

2022 DELAY SHIP DATES:

April 22 • May 13 • June 17 • July 15 • July 22 • July 29
August 5 • August 12 • August 19 • August 26

Order online or get a quote: schoolmate.com/ordering

Email Order Form:
purchaseorders@schoolmate.com

Fax Order Form:
800-570-1767

Mailing Address:
School Mate
PO Box 2110
Kearney, NE 68848-2110

Call for Quote*:
800-516-8339
Mon-Fri, 8-5 CST

Upload Custom Material: uploader.schoolmate.com/#/customer/new

*School Mate must receive a signed order form or an online order. We do not accept phone orders.
Download an order form at schoolmate.com/downloads/former.pdf.

